

Camp Rules and Regulations

It is our intention to provide your child(ren) with a safe and caring atmosphere during their entire stay at camp. We strive to provide the stability and growth that a child needs during these important years. Based on this philosophy, it is essential that each child understand that there are rules and guidelines that we must adhere to in order to operate a safe and enjoyable day camp. Participants are expected to always exhibit appropriate behavior; therefore, the following guidelines have been developed by the Parks and Recreation Department:

1. Staff are to be given proper respect.
2. All children must remain with their assigned counselor, unless otherwise instructed.
3. All campers should show proper respect to each other, as well as their surrounding elements.
4. Profanity will not be tolerated.
5. Physical violence and bullying (i.e. hitting, fighting, throwing, damaging equipment and/or buildings) or constant disobedience to camp staff will not be tolerated. This is grounds for removal from camp, and a loss of all camp fees.
6. In and around any body of water, all safety rules regarding swimming will apply, including the buddy system.
7. Campers are not permitted to leave the site at anytime without being signed out by a designee on the Camper Release Form.
8. Campers are not allowed to bring toys, cell phones, radios, head phones, etc., from home unless directed to do so as part of a special event. Electronics and personal belongings are the responsibility of the camper(s) and the parent(s) of the camper(s) including broken, stolen, and damaged items.
9. Children must abide by any other rules deemed necessary by the Camp Director for the safety and well being of the camp as a whole.

Thank you for registering your child(ren) in the Knightdale Parks & Recreation Track Out Program! We look forward to your participation and hope you and your child(ren) have an enjoyable experience.

Chris Roland
Recreation Activities Coordinator
919-217-2234

Michelle Wester
Administrative Assistant
919-217-2232

Camp Site:

Harper Park
207 Main Street
Knightdale, NC 27545

Discipline Policy

A firm, positive approach will be used regarding discipline. The Knightdale Parks and Recreation Department reserves the right to dismiss a participant if their behavior is detrimental to other campers. Each situation will be evaluated on its own merit.

When disciplinary action is required, the following procedures will be observed:

1. Camper receives a verbal warning and is immediately removed from the group until he/she is capable of interacting in an appropriate manner.
2. If a second warning is issued, the camper will meet with the Camp Director to discuss the problem.
3. Continued discipline problems during the session/camp will result in the Camp Director contacting the parent/guardian for a telephone conference.
4. If problems continue or remain unresolved, the Camp Director will meet with the parents in person and a one day suspension from camp will be enforced.

If the problem is still not resolved following the suspension, a meeting with the parents, Camp Director and a representative of the Knightdale Parks & Recreation Department will be necessary to assess if the camper will be dismissed from the program. Dismissal from the program will automatically forfeit all fees paid.

KPRD Track Out Camp Handbook 2016-2017



Sponsored By:

Knightdale Parks

&

Recreation

General Info

Knightdale Track-Out Camp will be held at Harper Park, located at 207 Main Street. Directed activities are from 9:00am until 4:00pm, Monday through Friday. Please check with your child's counselor on Monday afternoons for a note about field trips. Pre-camp drop-off begins at 7:00am and post-camp pick-up ends at 5:55pm. During drop-off and pick-up, your child will have the opportunity to play pool, foosball, air hockey, computer time, read books, and several other activities. The drop-off/pick-up location will be located on the far side of the Knightdale Chamber of Commerce building. We are located on the end closest to the tennis courts. A gold plaque on our door reads "Track-Out Entrance".

Anyone picking a child up after 6:00 p.m. will be required to \$1 per minute for every minute after 6:00pm. No camper will be allowed to return to camp until late fees are paid. Please avoid any late fees by always picking-up on time.

Picking Up Children –

Our camp counselors have been instructed to release campers only to persons designated on your camper release form. It informs counselors which individuals have permission to pick-up your child(ren) at the end of the day. **WE WILL CHECK IDENTIFICATION!**

Communication

A daily email will be sent out each afternoon with any necessary information about the next day's activities. Please make sure to have an email on file at the time of registration.

Payment/Refund Policies

All fees must be paid prior to your child(ren) attending Track Out Camp. If you have a balance for the current week you will not be able to leave your child at camp until the balance is paid in the Parks and Recreation office at Town Hall. The office is open from 8 am-5 pm. The Town of Knightdale reserves the right to apply any credit due to other outstanding balances within the Track Out Program.

Clothing

It is important that your child(ren) be dressed to play this summer! Please do not send your child(ren) to camp wearing any valuable clothing since grass and other stains are not always avoidable during an action packed day. Campers should be prepared to participate in a variety of games and activities during the day and should dress accordingly (check the calendar for art days). Shoes and socks must be worn at all times. **Please do not send your child to camp in sandals or flip flops.** Please label your child(ren)'s clothing and all other items brought to camp. A major portion of the children's time is spent outdoors; therefore, we ask that parents apply sunscreen to their camper(s) before arriving at camp. Also, we ask that you send extra sunscreen with your child(ren) - remember to label the bottle. **Make sure the date on your sunscreen has not expired.**

Lunch and Snacks

Campers must provide their own lunch, drinks and 2 snacks for the day. Refrigeration is not available at the camp site so coolers or insulated lunch bags are suggested. Box drinks are very popular with the children and can be frozen the night before to provide cold drinks during the day. Water coolers or fountains are available at all times. **Due to the possibility of unrealized food allergies campers are not allowed to share their food with each other.**

Prerequisite to Participate:

For the safety and consistency in programming, all campers must be able to function in a large group setting of a 1:15 ratio or higher. They must be able to stay with a group and not run from staff. Campers unable to meet this prerequisite will be removed without benefit of a refund. Campers must have attended kindergarten prior to coming to camp.

Communicable Diseases

If your child(ren) should contract a communicable disease (i.e. chicken pox, measles, mumps, pinkeye, head lice, strep throat, etc.) during their enrollment at summer camp, please notify the Camp Director as soon as possible. It will be at your doctor's discretion as to when your child(ren) may return to camp; **you will need a note from your doctor before your child(ren) will be allowed to return to camp.** Please be fair to your child(ren) and the rest of the children at camp; keep them at home. A sick child is miserable in an active setting and may possibly expose other children and adults to their illness. **If your child(ren) comes to camp sick or becomes sick during the day, you will be contacted to pick them up.**

Program Participation

Please encourage your child(ren) to participate in new activities at camp. We make an effort to provide a variety of activities, guest speakers and instructors to complement the talents of our own staff. We have a very structured program and do not have the resources to offer alternate activities for those who request to be excused from an event. Our policy during sports clinics and classes is to have those who do not participate in the event sit quietly and observe the activity.

Swimming

Track Out will go to the pool throughout the Summer on field trip days. These will be supervised open swim times for the campers. Colored wrist bands (supplied by camp) will be used during each pool visit or water related field trip to indicate to the counselors and lifeguards in what part of the pool the child is allowed to swim. Space is provided on the Health and Emergency Information Form for you to indicate your child(ren)'s level of competency as a swimmer; please include information on any formal lessons he/she has taken, as well as certificates received. If your child(ren) does not know how to swim or is uncomfortable around the water, please indicate on the form. Please send your child with a towel, bathing suit, and sunscreen on swim days. If your child burns easily, you may want to send a swim shirt to be worn on pool days.

Field Trips

Field trips will be on Tuesdays, unless there is no camp on Monday. If your child(ren)'s track starts in the middle of a week, there will be a special guest in place of a field trip. Parents should look for a email the day before a trip outlining departure times, arrival times, and the itinerary.



Track Out Camp Daily Checklist

Camper Release Form
Necessary Medications
(see Camp Staff)
SUNSCREEN (name on bottle)
Towel for pool (name on tag)
Extra change of clothes (name on tags)
Lunch, 2 snacks, and fluids
Tennis Shoes
GREAT ATTITUDE